



# INFORMATION SHEET

Serving the People of California

## NEW EMPLOYEE REPORTING

The Federal government expanded the new employee reporting requirements nationwide as part of welfare reform legislation, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996. This new legislation requires all employers to report certain information on newly hired employees. California's New Employee Registry program was expanded to meet the Federal requirements.

### Benefits of the New Employee Registry Program

Reporting information on newly hired employees to the New Employee Registry will:

- Reduce the drain on the unemployment insurance fund by detecting and preventing fraudulent unemployment and workers' compensation payments through more timely detection of ineligible claimants.
- Increase child support collections by cross-matching against child support information in order to locate parents, establish a child support order, or enforce an existing child support order.

### Implementation Date

July 1, 1998

### Reporting Requirements for California Employers

All California employers are required to report information on newly hired employees who work in California to the Employment Development Department's (EDD) "New Employee Registry" no later than 20 days after the start-of-work date. (The start-of-work date is the first day services were performed for wages.)

### Reporting by Multistate Employers

Multistate employers may elect to report, via magnetic media, all newly hired employees to one state in which they have employees. The State of California encourages multistate employers to report California employees to the California New Employee Registry.

### Who Must be Reported

An individual is considered a new hire on the first day they perform services for wages, i.e., first day of work. A rehire occurs when the employment relationship ended and the returning individual is required to submit a W-4 form to the employer.

### When to Report

Information on newly hired employees must be reported as soon as possible but no later than 20 calendar days or after the employee's start-of-work date.

Employers who choose to report via electronic or magnetic media must submit two monthly transmissions which are not less than 12 nor more than 16 days apart.

### Required Employee Information

The following employee information must be reported to the EDD:

- First name, middle initial, and last name
- Social Security Number
- Home address
- Start-of-work date

### Required Employer Information

The following employer information must be included with the employee information reported to EDD:

- Business name and address
- California Employer Account Number
- Federal Employer Identification Number
- Contact person's name and telephone number

### Reporting Methods

Employers may elect any of the following to report information to EDD:

- Report of Employee(s), DE 34
- Copy of the employee's W-4 form

- Alternate equivalent form
- Magnetic media

### Reporting byn Electronic or Magnetic Media

Employers hiring a large number of employees are encouraged to report the information via magnetic media. If you need more information about this reporting method, contact the EDD Magnetic Media Unit at (916) 654-6845.

### Where to Send Reports

Employment Development Department  
P.O. Box 997016, MIC 23  
West Sacramento, CA 95799-7016

Fax: (916) 653-5214

### Additional Forms or Information

If you...	then...	or...
Need additional DE 34 forms	contact your local EDD Employment Tax Customer Service Office or call EDD's forms request line at (916) 322-2835.	print copies through the EDD's web site at <a href="http://www.edd.cahwnet.gov">http://www.edd.cahwnet.gov</a>
have questions concerning reporting requirements	contact your local EDD Employment Tax Customer Service Office	call the California New Employee Registry Hotline at (916) 657-0529 between 8:00 a.m. to 5:00 p.m. (PST), Monday through Friday.

Equal Opportunity Employer/Program. Auxilliary services available to individuals with disabilities. TTY Users, contact the California Relay Service: 1-800-735-2929.